

ALERT!

Scam Targeting the RSA

A scam involving an employment opportunity with the RSA for an Administrative Assistant/Customer Service Representative has been posted on AL.com twice over the last month. This scam seeks to defraud applicants out of their money. See the ad below. **The RSA posts employment opportunities only through the State Personnel Department and not with AL.com.**

The RSA has directed AL.com not to run this ad. If you hear of anyone asking about this particular job, please contact Brian Stewart at 877.517.0020.

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Administrative Assistant/Customer Service Representative
Retirement Systems of Alabama

Location:	Montgomery, Alabama 35205
Date:	05/17/2013
Job Type:	Employee
Job Status:	Part Time
Shift:	1st Shift

Retirement Systems of Alabama

Job Details

Retirement Systems of Alabama is the administrator of the pension fund for employees of the state of Alabama. It is headquartered in Montgomery, Alabama. David G. Bronner is the chief executive officer. We have been servicing the Capital District for more than 18 years by providing a quality service to our clients & tenants as we are committed to excellence in providing personalized service & quality living. We are currently recruiting for a part time Administrative Assistant/Customer Service Representative.

The Applicant must have attention to detail, must be a team player, friendly, outgoing, able to work alone with minimal supervision, problem solver, a go-getter, positive attitude, high energy level, & the ability to recognize problems and recommend solutions to the problems, excellent customer service skills. Extremely self motivated and a desire to be competitive and the best. Flexible to have multiple tasks assigned and completed in a hectic environment. Administrative skills to include standard WPM/Email/Spreadsheets/Phones/Adobe Reader.

The applicant must like to deal with the consumer as we are in a service business and must have excellent written and verbal skills as well as good computer and organizational abilities.

Please send your resume and I will contact you in regards to setting up an interview if you fit the needs we are seeking for this position.

Essential Duties and Responsibilities:

- Light Bookkeeping & billing
- Resident interaction and resident retention.
- Write Work orders
- Experience with Microsoft Office

Requirements

- Detail Oriented
- A quick learner that is dependable, and has good computer skills
- Must be able to run errands on occasion during office activities/events.
- Must be above 18

To apply:
Send resumes and/or cover letters explaining why you would make a good candidate. Thank you.